

Position Description - Volunteer

Position:	Volunteer Kitchen Assistant	Reports To:	Kitchen Coordinator
Programme:	WestCare Centre	Location:	WestCare Centre 11-19 Millers Court

Purpose

The Volunteer Kitchen Assistant assists with the preparation and serving of food in the WestCare Centre kitchen, and the cleaning of the kitchen after meals are served.

The WestCare Centre provides services to clients to reduce isolation by assisting them to participate in sustainable community activities. Clients may have mental health issues, or they may have physical, intellectual or sensory disabilities, or disability due to ageing.

Responsibilities and Accountabilities

<p>1. Assist in the preparation of food and serving of meals for WestCare Centre lunch</p> <ul style="list-style-type: none"> • Assist with preparation of lunch time meals, under the direction and the supervision of the WestCare Kitchen Coordinator. • Ensure safe and hygienic handling of food during meal preparation. • Assist with the serving of the meals for the WestCare Centre lunch.
<p>2. Assist in cleaning up after meals have been served</p> <ul style="list-style-type: none"> • Assist in cleaning the kitchen after meals have been served, including washing dishes (by hand and using the dishwasher), cleaning bench tops and cleaning cooking surfaces and wiping tables in dining room, collecting used dishes, and assisting with the disposal of recycling materials.
<p>3. Engage effectively in a team environment</p> <ul style="list-style-type: none"> • Work in genuine collaboration with team members to ensure the application of consistent support and services of the WestCare Centre. • Communicate with others in a polite and professional manner.
<p>4. Contribute to Quality improvement</p> <ul style="list-style-type: none"> • Provide suggestions for improving the program to the supervisor/manager for consideration.
<p>5. Act in accordance with the Volunteer Agreement</p> <ul style="list-style-type: none"> • Read, understand and abide by the Volunteer Agreement, Baptist Care SA Code of Conduct and Position Description for this role.
<p>6. Ensure Compliance with Work Health and Safety procedures</p> <p>According to Work Health and Safety Act 2012, the volunteer must:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health and safety. • Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. • Comply so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act.

- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Report any injury, hazard or illness immediately, where practical to the immediate Manager.

7. Know and apply Baptist Care SA policies and procedures

- Demonstrate alignment to the Baptist Care SA's mission and values.
- Model and foster behaviours aligned with the Baptist Care SA Code of Conduct.
- Be aware of relevant policies and apply them in the volunteer role.
- Have harmonious working relationships with Baptist Care SA employees, stakeholders and other volunteers.

Essential Qualifications, Experience, Competencies:

Qualifications

- Safe Food Handling Certificate (Baptist Care SA can assist you to obtain this free of charge).

Experience

- Food handling experience (desirable)

Competencies (Knowledge, skills and behaviours):

Ability to:

- Arrive punctually and be reliable.
- Behave in a respectful and courteous manner at all times.
- Learn and follow instructions.
- Demonstrate empathy with people who have experienced hardship, loss or disconnection from the community.

Other requirements

- A valid DCSI Child-Related Employment Screening Check (less than 3 years old).
- A valid National Police Check (less than 12 months old).
- A valid Child Safe Environments Training certificate (less than 3 years old). (Please note that Baptist Care will assist approved applicants to obtain these checks/certificates free of charge).
- Contact details for 3 referees (who are not family members).
- Ability to volunteer from 9 am to 2 pm at least one day per week (Monday to Friday) for at least 3 months.

Note:

- Aboriginal and Torres Strait Islander volunteers are strongly encouraged to apply.

MONITORING, EVALUATION AND REVIEW

Status:	Approved	Control:	People & Culture
Approved by:	Volunteer Coordinator	Version:	1.0
Effective Date:	06.02.18	Review Date:	30.06.19
Cost Centre:	BAYYY		